

**HR/LR General Memo #2015-7**  
**Progression Language Under the 2007-2009 AFSCME**  
**Contract**  
**(Former PERSL #1403)**

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**Revised** 12/1/2014  
**Authority** Enterprise Human Resources

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Below is the original language of former PERSL #1403, "New Progression Language in the AFSCME Contract," issued August 27, 2007. This information has been retained to answer questions related to progression increases and the 2007-2009 AFSCME contract.

*Original Text of PERSL #1403:*

As you may recall, a Human Resources workgroup reviewed state salary progression practices over the past year. This review identified several issues with consistency in how progression language was interpreted, in particular, under the AFSCME labor contract language. The resulting recommendation was to change the AFSCME salary progression system so that it could be administered in a manner comparable to the progression system under the MAPE agreement, thereby eliminating inconsistencies.

As part of the 2007-2009 AFSCME labor negotiations, a new salary progression system affecting all employees covered by this agreement was negotiated.

The previous salary progression system was based on "time at a step". The new language is similar to the "anniversary progression system" under the MAPE agreement.

During negotiations with AFSCME, we realized that it would not be accurate to call this an anniversary system. We cannot establish one "anniversary date" for employees, because these employees move through their salary range on a semi-annual or annual basis. For example, an employee hired at step 1 in July, 2005 into a class assigned to a compensation grid where movement between steps 1 through 4 is on a 6 month basis and then annually thereafter, would move through the salary range as follows. The employee would have been eligible for progression increases in January, 2006, July, 2006, January, 2007 and then annually in January thereafter.

Because of the availability of 6 months steps in the AFSCME contract and because compensation grids within AFSCME vary as to the number of 6 month steps, the determination of progression dates for AFSCME employees is more difficult than under a contract where anniversary increases are due one year from the employees last progression date, date of hire, etc. Therefore, to determine an AFSCME employee's next progression date, it is necessary to know the class to which the employee is assigned, the compensation grid covering that particular class, the employee's current step, and the date of the employee's last progression increase.

**Section 5. Progression.**

- A. **Transition to New Progression System Effective July 1, 2007.** All step increases authorized by this Section shall be granted on a semi-annual or annual basis based on satisfactory performance. Step increases shall be effective at the beginning of the pay period nearest to the employee's progression date, as defined below.

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- B. Establishment of Progression Date Under New Progression System.** To transition to the new progression system effective July 1, 2007, a one-time determination of individual progression dates shall be made for current employees on July 1, 2007. Progression date shall be defined as the date of the last progression increase, date of hire, or date of promotion, prior to July 1, 2007 date.

The progression date for employees appointed or promoted on or after July 1, 2007 shall be the last date of hire or promotion.

Although we are using the July 1, 2007 date as the point at which we determine an employee's next progression date, in most cases, an employee's next progression date should be the same date your agency previously determined it to be. Two examples: 1) if an employee's last progression increase was April 1, 2007 and the employee is at a 12 month step, the employee would next be scheduled for a progression increase of April 1, 2008; 2) if an employee's last progression increase was April 1, 2007 and the employee is at a 6 month step, the employee would next be scheduled for a progression increase of October 1, 2007. In both instances, these are the same dates whether you applied the criteria under the previous or new progression system.

It is important to note that you use the date of the last progression increase to calculate the next progression increase date, even if the last progression increase date was a delayed date.

There are really two major issues regarding the transitioning to the new progression system. First, what happens to employees who receive a progression increase after July 1, 2007 but before the approval date by the Legislative Subcommittee on Employee Relations (SER), and secondly what happens to employees who did or did not receive a delayed progression increase during the same time period.

Although we included the July 1, 2007 date as the date to determine progression dates, we need to extend that date to the day prior to SER approval because the previous progression system is being administered and is in effect until the new progression system is approved. Therefore, if an employee received a progression increase between July 1, 2007 and the SER approval date, the employee's next progression date will be determined from the date of that last increase. For example, an employee received a progression increase on July 25, 2007, and is at a 12 month step within his/her salary range. The employee's next progression date shall be July 25, 2008.

The second issue concerns employees who did or did not receive delayed progression increases between July 1, 2007 and the SER approval date. If an employee received a delayed increase before the SER date, that date becomes the employee's progression date. For example, if an employee was scheduled for a March 11, 2007 progression increase but the salary increase was delayed and granted on August 8, 2007, the employee's next progression increase shall be effective 6 or 12 months from the August 8, 2007 date.

Where a delayed progression increase has not been granted prior to SER approval, the employee's progression date would revert to their original progression date. For example, an employee, at a 12 month step, who was scheduled for a May 15, 2007 progression increase but the increase date was delayed and then granted on November 15, 2007 (after SER approval), would be eligible for his/her next progression increase on May 15, 2008. Once the progression system is approved by the SER, delaying a progression increase does not affect the employee's next progression date. In this example, the employee would still be eligible for his/her next progression increase on May 15, 2008.

### **Additional Changes to AFSCME Progression System**

Several other changes in the new AFSCME progression system also affect employees, such as, employees in the class, Laborer - General, employees assigned to the TSS compensation grid, temporary and Student

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Workers and the effective date of progression increases.

### **Employees Assigned to the Class, Laborer-General**

Under previous AFSCME contracts, these employees moved through their salary range based on "hours" of satisfactory service. Upon approval of the contract by the SER, employees shall move through the range on an annual (12 month) basis. Future progression dates should be determined in the same manner as stated above for other AFSCME employees - based on the employee's last progression date prior to SER approval. Some employees may be eligible for an immediate progression increase; such increases shall be effective the first full pay period after the approval date by the Subcommittee on Employee Relations. In no instance shall any employee be eligible for more than one progression increase on their progression review date.

### **Temporary Employees and Student Workers**

Once the contract is approved by the SER, temporary employees and Student Workers shall receive progression increases in the same manner as other employees assigned to their classification, on a semi-annual or annual basis. Some employees may be eligible for an immediate progression increase; such increases shall be effective the first full pay period after the approval date by the Subcommittee on Employee Relations. In no instance shall any employee be eligible for more than one progression increase on their progression review date.

### **Employees Assigned to the TSS Compensation Grid**

New salary provisions apply to employees assigned to classes covered by the TSS compensation grid. Refer to Section 5B (5) of the new labor contract to determine progression dates for these employees.

### **Seasonal and Intermittent Employees**

The progression date is not affected by seasonal time off or intermittent time off. When the progression date occurs for employees in these employment conditions, supervisors must determine if sufficient time was worked to evaluate satisfactory performance. If not, the increase may be delayed.

If the progression date occurs while the employee is on seasonal off or when the intermittent employee is not scheduled to work, the increase shall be withheld until the employee returns to work. The increase will only be granted then if the supervisor determines that the employee has worked sufficient time to evaluate whether or not satisfactory performance was achieved. If the increase is granted upon the employee's return, the effective date is the original progression increase date. For example, an employee was on seasonal off through November 2007. Their progression increase date occurred on August 10, 2007. Upon their return to work, a decision was made as to whether or not the job performance was satisfactory, and if so, the increase was granted effective the beginning of the pay period closest to August 10, 2007.

### **Probationary Period**

The probationary period and the progression date are two separate occurrences. Extending a probationary period does not necessarily result in a delayed progression increase nor does certifying an employee require that a progression increase be granted.

### **Delayed Progression Increases**

As stated above, a delayed increase occurs when the supervisor has determined that the increase should be delayed due to less than satisfactory performance or work time insufficient to make a determination as to whether or not the employee's job performance was satisfactory.

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When a delayed salary increase is not granted prior to the next occurrence of the employee's progression date, the employee is no longer eligible for that increase. No employee may receive more than one salary increase on his/her progression date.

### **Employees on Leave of Absence to Work in Another Position**

Employees who are on a leave of absence from one position to work in another position will receive progression increases due to them upon their return to their original position. For example, an employee returns to his/her original position after serving in an unclassified position for two years. Upon his/her return from leave, the employee will be placed at the step within the salary range he/she would have achieved had the employee not been on a leave of absence to another position. This occurs provided that the employee's job performance was considered to be satisfactory in the position he/she was serving in while on leave. If this was not the case, the supervisor may delay or not grant progression increases that may have been due while the employee was on leave of absence.

### **Mid-Pay Period Progression Dates**

When the progression date occurs in the middle of the pay period (Wednesday), the salary increase shall be granted at the beginning of that pay period. This determination shall apply to all labor agreements.

### **Determination of Progression Dates Within SEMA4**

Agencies with employees in the AFSCME bargaining units are responsible for determining employee progression dates under the new labor contract provisions. Progression dates must be entered into the SEMA4 field, "Eligible for Next Increase" as soon as possible once the contract is approved by the Subcommittee on Employee Relations. Since the progression date as determined under the new contract language will in most cases, coincide with the date of the employee's next salary increase, new entries should not be required for most employees in SEMA4.

To assist agencies, a Crystal report, AFSCME Eligible for Next Increase Dates by HR Processing Unit, is available in the data warehouse. The reports list all AFSCME employees who are active, on leave of absence, or in layoff status. This report can be found at <http://www.finance.state.mn.us/agencyapps/ia/index.html>. The report can be used to determine the progression date pursuant to the new labor agreement provisions. The report can be imported to an Excel document which will allow you to sort employees as necessary. For example, you may want to group your seasonal employees or group employees by compensation grid, salary range, and step.

Review the report to ensure that all employees have a current salary increase date in the SEMA4 system. Employees with no salary increase date in SEMA4 will require you to check the employee's personnel file to determine the date of the employee's last progression increase.

A progression date should also be entered for employees currently at the maximum rate of their salary range. This information is useful in instances where an employee transfers to another position and becomes eligible for an additional step increase in the future.

When entering the date of an employee's next salary increase into SEMA4, the date entered should be the actual progression date, not the pay period effective date.

### **Instructions for Using the Crystal Report, AFSCME Eligible for Next Increase Dates by HR Processing Unit**

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A Crystal report, *AFSCME Eligible for Next Increase Dates by HR Processing Unit*, will help you maintain the Eligible for Next Increase Date for AFSCME employees. It lists the HR processing unit, employee name, employee ID, employment record number, department ID, employee status, reg/temp, job title, max step, grid (salary administration plan), range (grade), step, compensation rate, last increase date, and eligible for next increase date of employees in AFSCME who have employee status active, seasonal layoff, leave of absence, or paid leave of absence. The report is sorted by HR processing unit and employee name.

Power users in your agency can download the report program, run it in Crystal, and export the report to Excel. To do this, they should follow these steps.

1. Visit <http://www.finance.state.mn.us/agencyapps/ia/index.html>, scroll down and click **Crystal Report Examples**, log in to the Warehouse, scroll down to folder EMPLOYEE, select report **IncrDate**, and save it.
2. Open the report program, and run it by clicking the lightning bolt button on the toolbar. You will be prompted for an Agency. Enter your three-character agency code (example: G24) using capital letters, and click OK. If prompted, enter your Information Access Data Warehouse user name and password and click OK. The report should run.
3. If you want to export the report to Excel, follow these additional steps.
  - A. Click the Export button (it looks like an envelope with a red arrow) on the toolbar in Crystal.
  - B. You will be prompted for a Format and Destination. In the Format drop-down list box, scroll down and select one of the **Excel** formats. Select destination **Disk file**. Click OK. If a Format Options prompt appears, click OK again.
  - C. Navigate to where you want to save the exported file, and click Save.
  - D. Open the exported Excel file **incrdate.xls**. In Excel, you can change the column widths and sort by any column.

Questions concerning the transition to the new progression system may be directed to Vonnie Mulcahy at 651-259-3603 or Liz Koncker at 651-259-3753; questions concerning the use of the Crystal report should be directed to Kristen Olsrud at 651-259-3618, and questions for entering progression dates into the SEMA4 field may be directed to your SEMA4 HR representative.

Information sessions for transactions staff will be scheduled soon; notices will be sent to HRALL.

The following examples have been prepared as an addendum to the August 27, 2007 memo on New Progression Language in the AFSCME Contract.

Example A: Employee is currently on Step 5 of Grid 6. The last salary increase was April 4, 2007. Therefore, the next salary increase is due April 4, 2008.

Last Progression Increase     4/4/07 (Step 5)

Eligible for Next Increase     4/4/08 (Step 6)

Eligible for Next Increase     4/4/09 (Step 7)

Example B: Employee is currently on Step 1 of Grid 4. The employee was hired at Step 1 on February 2, 2007. Because the employee is at Step 1 and due for the next increase semi-annually, the next salary increase to Step 2 is due August 2, 2007. The next salary increase to Step 3 is due February 2, 2008. (When employees are on semi-annual steps, the progression month will change, the year may change, but the day will stay the same.)

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Employee Hired	2/2/07 (Step 1)
Eligible for Next Increase	8/2/07 (Step 2)
Eligible for Next Increase	2/2/08 (Step 3)
Eligible for Next Increase	8/2/08 (Step 4)
Eligible for Next Increase	8/2/09 (Step 5)

**Example C:** Employee is currently at Step 4 of Grid 7. The last salary increase to Step 4 was January 10, 2007. The next salary increase is due annually from January 10th so the next increase is due January 10, 2008. The employee was on unpaid leave of absence from December 3, 2007 to May 6, 2008. Upon return from leave in May, the supervisor determines that the employee has worked enough time and exhibited satisfactory work performance. Upon the employee's return from leave in May, the salary increase due January 10, 2008 is processed retroactively, effective the pay period closest to January 10th.

Last Progression Increase	1/10/07 (Step 4)	
Eligible for Next Increase	1/10/08 (Step 5)	
LOA 12/3/07 - 5/6/08 (Unpaid)	Return from leave 5/6/08	Supv. verifies satisfactory work performance; increase processed closest pay period to 1/10/08
Eligible for Next Increase	1/10/09 (Step 6)	

**NOTE:** This same scenario would apply if the employee was on seasonal layoff rather than LOA.

**NOTE:** Remember that increases that are due the first day of the pay period through the next Wednesday are processed effective the beginning of the pay period; increases that are due the second Thursday through the end of the pay period are effective the beginning of the next pay period.

### Examples involving delayed increases:

Examples 1 and 2 describe situations where the delayed increase was granted prior to the SER approval date of August 28, 2007.

**Example 1:** Employee is currently on Step 7 of Grid 6. The last salary increase was June 1, 2006. The next salary increase to Step 8 was due June 1, 2007 but was delayed and was granted on August 1, 2007 (effective closest pay period to August 1, 2007). The next increase is due August 1, 2008. Reason: The labor contract language states that the progression date shall be defined as the "date of the last progression, etc." Since the language did not take effect until August 28, 2007, this language shall apply to all progression increases given prior to that date.

Last Progression Increase	6/1/06 (Step 7)
Eligible for Next Increase	6/1/07 Increase delayed
	8/1/07 (Step 8) Increase granted



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Eligible for Next Increase      8/1/08 (Step 9)

Example 2: Employee is currently on Step 2 of Grid 3. The last salary increase was December 1, 2006 to Step 2. The next salary increase was due June 1, 2007 but was delayed and was granted on July 25, 2007. The next salary increase to Step 4 is due semi-annually on January 25, 2008; same reason as example 1 above.

Last Progression Increase      12/1/06 (Step 2)

Eligible for Next Increase      6/1/07 Increase delayed

7/25/07 (Step 3)      Supv. approves increase

Eligible for Next Increase      1/25/08 (Step 4)

Eligible for Next Increase      1/25/09 (Step 5)

Examples 3-5 describe situations where delayed increases are granted after the SER approval date.

Example 3: Employee is currently on Step 5 of Grid 6. Last salary increase to Step 5 was on May 5, 2006. The next increase was due May 5, 2007 but has been delayed and not yet granted. On October 7, 2007 the supervisor approves the employee to receive the delayed increase. The increase is processed the closest pay period to October 7, 2007. The next salary increase is due May 5, 2008.

Last Progression Increase      5/5/06 (Step 5)

Eligible for Next Increase      5/5/07 Increase delayed

10/7/07 (Step 6)      Supv. approves increase

Eligible for Next Increase      5/5/08 (Step 7)

Example 4: Employee hired at Step 1 of Grid 7 on October 10, 2006. The next increase to Step 2 was due 6 months later on April 10, 2007. The increase has been delayed and not yet granted. On September 5, 2007 the supervisor approves the employee to receive the delayed increase. The increase to Step 2 is processed the closest pay period to September 5, 2007. The next increase is due 6 months from the original due date of April 10, 2007; October 10, 2007.

Employee hired      10/10/06 (Step 1)

Eligible for Next Increase      4/10/07      Increase delayed

9/5/07 (Step 2)      Supv. approves Increase

Eligible for Next Increase      10/10/07 (Step 3)

Eligible for Next Increase      4/10/08 (Step 4)

Eligible for Next Increase      4/10/09 (Step 5)

Example 5: Employee currently on Step 3 of Grid 6. Salary increase to Step 3 was on November 15, 2006. The next increase was due 6 months later on May 15, 2007. The increase has been delayed and not yet

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granted. On September 7, 2007 the supervisor approves the employee to receive an increase. The employee received the increase to Step 4 the closest pay period to September 7, 2007. The next salary increase occurs on an annual basis from the original May due date and would be May 15, 2008.

Last Progression Increase	11/15/06 (Step 3)	
Eligible for Next Increase	5/15/07	Increase delayed
	9/7/07 (Step 4)	Supv. approves Increase
Eligible for Next Increase	5/15/08 (Step 5)	

Examples 6 and 7 describe situations where the employee's increase is delayed for an entire appraisal period.

Example 6: Employee currently on Step 3 of Grid 6. Salary increase to Step 3 was on January 24, 2007. The next increase was due 6 months later on July 24, 2007. The increase has been delayed and not yet granted. Six months pass from July 24, 2007 so the employee loses eligibility for that increase and their new due date becomes January 24, 2008. On February 4, 2008 the supervisor approves the employee to receive an increase. The employee receives the increase to Step 4 the closest pay period to February 4, 2008. This is considered a delayed January 24, 2008 increase. The next increase is due annually from January 24, 2008.

Last Progression Increase	1/24/07 (Step 3)	
Eligible for Next Increase	7/24/07	Increase delayed
	1/24/08	Increase remains delayed - employee no longer eligible for 7/24/07 increase
	2/4/08 (Step 4)	Supv. approves Increase
Eligible for Next Increase	1/24/09 (Step 5)	
Eligible for Next Increase	1/24/10 (Step 6)	

Example 7: Employee currently on Step 7 of Grid 6. Salary increase to Step 7 was on October 5, 2006. The next increase was due October 5, 2007. The increase has been delayed and not yet granted. 12 months pass from October 5, 2007 so the employee loses eligibility for that increase and their new due date becomes October 5, 2008. On November 30, 2008 the supervisor approves the employee to receive an increase. The employee receives the increase to Step 8 the closest pay period to November 30, 2008. The next increase is due annually from October 5, 2008 which is October 5, 2009.

Last Progression Increase	10/5/06 (Step 7)	
Eligible for Next Increase	10/5/07	Increase delayed
	10/5/08	Increase remains delayed
	11/30/08 (Step 8)	Supv. approves Increase
Eligible for Next Increase	10/5/09 (Step 9)	



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**NOTE:** Remember, in situations with delayed increases, a row with the action/reason combination of Pay Rate Change/IDW (Increase Delayed/Withheld) should be processed.

### Example for General Maintenance Worker Class:

General Maintenance Workers are currently assigned to Grid 3A and have a combination of annual and semi-annual steps. In the 2005-2007 labor agreement, step 8 had an eighteen month requirement before movement to step 9 could occur. In the 2007-2009 labor agreement, movement from step 8 to step 9 is on an annual basis. Any employee who has been at step 8 for one year or more as of August 28, 2007 (SER approval date) shall receive a one-step increase effective September 5, 2007 provided satisfactory performance is attained. This increase shall be considered a delayed increase and shall not affect the timing of future increases.

Example: Employee is currently on Step 8 of Grid 3A. The last salary increase was May 17, 2006 to step 8. The next salary increase (under the 2005-2007 contract) to step 9 was due eighteen months from May 17, 2006; November 17, 2008. The new language was approved by the SER on August 28, 2007. The employee is eligible for an immediate step (step 9) effective the first pay period following SER approval (September 5, 2007) because they have been at step 8 for at least 12 months. This is considered a delayed May 17, 2007 increase. The next salary increase to Step 10 is due semi-annually from May 17, 2007 which would be the closest pay period to November 17, 2007.

Last Progression Increase	5117/06 (Step 8)	
Eligible for Next Increase	9/5/07 (Step 9)	Considered delayed May 17, 2007
Eligible for Next Increase	11/14/07 (Step 10)	Semi-annually from May 17, 2007
Eligible for Next Increase	5/17/08 (Step 11)	Semi-annually from November 17, 2007

## FORMS AND SUPPLEMENTS

<b>Contacts</b>	Enterprise Human Resources
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<b>References</b>	
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